

Education Team
October 31, 2012
8:30-10:15

Members Present: Melissa Hackett, Elery Keene, Jim Murphy, Bonnie Sammons, Linda Woods

The focus of this meeting was finalizing details for November 3.

Action Items:

Bonnie: Friday before 5:00 see IT at KVCC

Sally & Kate: Greeters

Jane & Elery: SMMC table 8:15 to 8:50 & 11:30 to 12:30

Linda: contact Mike Heavener (cell phones, bathrooms, historic significance, moderator duties)

Melissa: be the time keeper

Linda: prepare an abbreviated bio sheet for panelists & give to Mike

Linda: talk to Mary Ann Hayes

Jim: Put yellow tape & a reserved sign on the front row in the audience

Jim: Bring extra dishes, cups, utensils

Melissa: bring bus bins of soapy, hot water

Melissa: make ice tea

Linda: large water dispenser (LHS? KVCC? Melissa?)

Melissa: Bring 3 pickle jars

Linda: Make 3 donation signs

Linda: Make numbers 1-7 to indicate each 3:00 option

Everyone: Meet at KVCC at 4:00 on Friday & 7:30 on Saturday

10:00-11:30 Panel Structure:

Moderator introduces each panelist just before s/he starts talking

Panelists can add more bio when speaking

Each panelist will speak 10 minutes (equals 60 minutes). Followed by 30 minutes for questions. More questions can be asked during lunch.

Moderator: "Check out the exhibits while waiting for lunch."

Moderator: decide who to direct each question to

Focus of 10 minutes: how their organization plays into sustainability & resilient communities

Panelist: Stand while speaking

Set up a table & 10 chairs on the stage

Use a hand mike for the questions

11:30-12:30 Lunch

Linda arranged for servers. Eric & Ellie will be in charge.

Melissa will make the soup & rolls.

Food can not be eaten in Room 105.

Soup, roll, ice tea, apple

12:30-12:45 SMMC

15 slides

Please be thinking if there is anything you want to share from your group. There will be time in the 2:45 slot.

12:45-1:45 Key Ideas Structure:

Each speaker gets 8 minutes. Followed by Q & A

Jim: (moderator) introduce each speaker before s/he speaks

Speakers sit in the front row, speak from the stage, and sit at table on the stage for the Q & A

Elery: time keeper

Remember: You are speaking about “What Works & What Doesn’t”

Linda will type the notes as people speak

1:45-2:45 Focus Groups

Mike: Introduce moderators

take notes on big paper in each group & put these on the wall in Room 105 at 2:40

return to room 105 closing remarks

Friday: decide which rooms/ put the number on the folder for the leaders/signs on the door for focus groups/ big sign stating which room at registration

2:45-3:00 Closing

Mike Heavener: moderate

future events from audience

thanks for coming

watch for e-mails: the notes will be typed & sent to all

thanks to planning committee

introduce each leader of the options/ stand beside a number

Jim: type out the key notes that

3:00 Options

move to each

Friday: decide what rooms

The next meeting will be **Wednesday, November 7 at 9:00 at Barrels Market.** (Come to the front door, please.)